

Lead-Deadwood School District 40-1

DISTRICT CRISIS PROCEDURE MANUAL

2006-2007

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SECTION I: TEAMS

DISTRICT CRISIS INTERVENTION TEAM 2005-2006

Name	Home	Work	Cell
Dan Leikvold (Superintendent)	717-2207	717-3890	641-1584
Tim Kusters (Elementary Principal)	722-7947	717-3884	641-7508
Nick Gottlob (6-12 Principal)	642-1695	717-3898/3899	641-6074
Mike Sanders (Special Ed. Director)	578-3777	717-3898	
Ron Pray (HS Counselor)	578-3758	717-3711	
Lori Enright (MS Counselor)	892-2660	717-3898	641-5299
Greg Calabro (Elem. Counselor)	584-3418	717-3884	
Laurie Rogers (School Nurse)	578-9708	717-3898	641-2318
Kip Mau (School Resource Officer)	722-7226	717-3899	920-0086
Kelly Fuller (Deadwood Police Chief)	578-1708	578-2623	
John Wainman (Lead Police Chief)	722-1265	584-1615	641-9805
Rick Mowell (Sheriff's Dept.)	642-5133	578-2230	
Wayne Karpinen (Head Maintenance)	722-3564	717-3890	641-1223
Paul Thompson (Ministerial Association)	722-2713	584-2960	
Sherry Bea-Smith (Hospital Administrator)		722-6101	
John Kronmiller (Ambulance Service)		722-6101	
Mike Stahl (Lead FD)	584-3572	584-1617	
Ken Hawkeye (Deadwood FD)			
John Sternhagen (Parent)			
Greg King (School Board)	578-2838	722-4955	641-0117
Caleb Case, Psychologist			
Rene Larson, EMA	578-2122		
Paul Thomson, EMA	578-2122		

As soon as you are made aware of a crisis situation involving a student or staff member, contact your building Principal. The Principal will contact the Superintendent.

BUILDING CRISIS INTERVENTION TEAMS 2005-2006

Elementary

Phone: 717-3884

Fax: 717-2823

Tim Kusters, Principal

Greg Calabro, Counselor

Jim Phillips, Teacher

Bill Snow, Day Custodian

Middle School

Phone: 717-3898

Fax: 717-2821

Nick Gottlob, Principal

Steve Rice, Dean of Students

Lori Enright, Counselor

Darlene Bailey, Day Custodian

High School:

Phone: 717-3899 Fax: 717-2813

Nick Gottlob, Principal

Steve Rice, Dean of Students

Ron Pray, Counselor

Marta Gross, Day Custodian

BUSINESS OFFICE:

Phone: 717-3890

Fax: 717-2813

Dan Leikvold, Superintendent

Caleb Case, Psychologist

Margie Rantapaa, Business Manager

Laurie Rogers, School Nurse

Wayne Karpinen

SECTION II: RESOURCES

Lead-Deadwood Area Professional Community Resources

Mental health and ministerial volunteers will be invited to participate if the situation demands more personnel than the school and Crisis Intervention Team can provide. These community volunteers will be contacted by the Superintendent. If these volunteers become aware of the crisis, they should contact the Superintendent to determine whether they can be of assistance. The Superintendent will base a decision to include a volunteer on the apparent needs of the situation and the volunteer's expertise. At this time, only the volunteers on this list will be invited to participate in the crisis. The community volunteers are considered to be volunteers and will not be reimbursed for their time or services. They also are asked not to use the crisis event as an opportunity to solicit patients.

VOLUNTEERS

Counselors:

Lutheran Social Services	1020 State Street	Spearfish SD	644-0826
Catholic Social Services	918 5 th Street	Rapid City SD	348-6086
Behavior Management Systems	623 Dahl Road	Spearfish SD	642-2777
Northern Hills Alcohol and Drug Services	115 E. Hudson Street	Spearfish SD	642-7093
Jim Keanitz Black Hills Medical Center	71 Charles Street	Deadwood SD	578-2364
Dr. Judith Neighbours	125 E. Colorado Blvd	Spearfish SD	642-5030
Dept. of Social Services	20 Cliff St.	Deadwood SD	578-2402

Lead/Deadwood Area Ministerial Association:

First Baptist Church	605-578-3660	Rev. Pat McBride	605-641-6324
Shepherd of the Hills Lutheran Church	605-722-1206	Rev. Thomas Stenzel	605-722-1685
Assembly of God Church	605-584-2960	Rev. Paul Thompson	605-722-2713
First Presbyterian Church	605-584-1455	Rev. Steve Agan	605-584-1959
Trinity United Methodist Church	605-584-1328	Rev. Peary Wilson	605-584-3614
Grace Lutheran Church	605-578-2219	Rev. Gordon Goldammer	605-578-2449
St. Ambrose Catholic Church	605-578-1519	Fr. Paul Dahms	
St. Patrick's Catholic Church	605-584-3114	Fr. Bob Baden	605-584-2002
Evangelical Free Church	605-722-2518	Rev. Mike Hermanson	
St. John's Episcopal	605-578-2630	Fr. Tom Campbell	605-722-5687
Christ Church Episcopal	605-584-3607	Fr. Tom Campbell	
Twin Cities Church of Christ		Albert Harty	

Lead-Deadwood Area Health Care:

Physicians (MDs) at Lead-Deadwood Medical Clinic:

James H. Holloway	MD Internal Medicine	717-6431
Elizabeth Sayler	MD Internal Medicine	717-6431
Thomas J. Groeger	MD Family Practice	717-6431
Karen Tjaden	MD Family Practice	717-6431
Edwin Rodriguez	MD Family Practice	717-6431
Karen Schleeauf	MD General Surgery	717-6431

Physicians (MDs) employed by Lead-Deadwood Regional Hospital:

James Demetriou	MD Emergency Medicine	722-6101
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Miscellaneous Phone Numbers:

Ambulance	911
Funeral Home	584-1561
Emergency Management	578-2122
Highway Patrol Dispatch (Emergency)	393-8121
Lead-Deadwood Regional Hospital	722-6101
National Guard	737-6513
Police Department	578-2623; 584-1615
Poison Control	800-222-1222
Public Health	578-2660
Red Cross	888-271-3130
Sheriff's Department	578-2230
YMCA	584-1113
Les Nies (School District Attorney)	642-8111; 642-2757
National Weather Service	605-341-7531

SECTION III: MANAGEMENT PLAN

Crisis Intervention Teams Management Plan and Procedural Manual

Role and Function

The function of the District Crisis Intervention Team (CIT) is to give Lead-Deadwood School District 40-1 management and site assistance during crisis situations. The goal of the District CIT is to confine the crisis, inhibit secondary crises from developing, provide assistance and return the school to its normal operation as soon as possible.

Definition

A crisis is an event, or series of events, that is highly unpredictable and extraordinary in its make-up. A crisis can be operationally defined as:

- a) a violent or life-threatening situation,
- b) death or injury of a student or staff member, or
- c) any condition, or set of conditions that affects the functioning of a significant number of members of the organization.

Rationale

A crisis situation can happen in any school at any time. Many crises are imposed from external sources. Society expects its schools to be safe places where students are protected and are provided with opportunities to learn. In an effort to create environments that are safe and orderly for students, we have both a moral and legal obligation to create plans and take an active role in efforts leading to the successful management of crisis situations when they impact our schools. During a crisis situation, the familiar coping mechanisms of many students and staff will break down. If support is not provided in a timely manner, affected individuals are left vulnerable to disorganization and potential other problems.

Plan

This document:

1. Represents a general philosophy and set of procedures that will be used to guide the actions of both the District and the Building CIT and other school personnel during a crisis;
2. Describes a district-wide plan *which should be individualized as necessary for any given school* in consultation with the building Principal;
3. Supplements current procedural handbooks; and
4. Is considered a “living document.”

Crisis Management Organization

Lead-Deadwood School District 40-1 uses the District and Building models of crisis management. Each individual school organizes its own team, a Building Crisis Intervention Team. This team handles all the smaller crisis situations affecting their building and calls on the District CIT for help as needed. The District CIT manages all of the large and severe crises.

When the District CIT goes to a building to take over the management, the Building CIT is incorporated into the District CIT. The criterion for determining what constitutes a small crisis versus a large or severe crisis depends on the Building CIT's capability in handling any given situation.

As a situation develops the Principal will contact the Superintendent to discuss and consult on the situation. The Superintendent and the Principal will determine the positions and staff needed to manage an incident.

When the Principal and the Superintendent agree to involve the District CIT, the Superintendent assumes the responsibility for management of the incident. This transition frees the Principal to manage his/her building. The District CIT's goal is to return a site to its normal operation as soon as possible, with the least involvement of resources.

Basic Procedures During a Crisis

Engagement of the Crisis Team

1. The building administrator becomes aware of a crisis situation and,
 - a) engages the building's CIT, and alerts the Superintendent, or
 - b) determines that the situation exceeds available school resources and calls the Superintendent.
 - c) contacts the School Resource Officer
2. The Superintendent assesses the severity of the threat and needs of the situation in consultation with the building Principal, and between them the following will be contacted:
 - a) the building CIT, not yet contacted by the building administrator;
 - b) other District CIT members as needed.
3. If the situation does not immediately appear to require the assistance of additional District CIT members or community volunteers, the Superintendent will call the other District CIT members to apprise them of the situation and to inform them to be on "standby."
4. If the situation requires, the District CIT meets on site (Superintendent remains in his office to continue his crisis responsibilities) with the building Principal or designee to appraise/learn about the event and develop a plan. The plan includes the specific duties and responsibilities of each Team member, time lines, schedules, etc. The Principal contacts the Superintendent for specific needs/request and/or additional resources. Similarly, at any point in time during the crisis, if additional help or resources are needed, the Principal is responsible for calling the Superintendent and requesting additional personnel and resources.
5. *Procedures for dealing with students requiring special assistance will be developed at the building level.*

During the Crisis

6. The Principal orchestrates and implements the general plan from the District Crisis Procedural Manual and the specific plan as agreed upon in the initial assessment meeting and the CIT meeting. He/she then makes decisions about how to adjust the plan according to the demands of the situation.
7. The Principal remains in the on-site crisis command post and informs new arrivals, either additional team members or community volunteers, of their duties, responsibilities, and work space.
8. The Superintendent completes primary responsibilities which are to gather information and regularly update relevant team members, and the media, if required.
9. If the situation warrants contacting the media, the Superintendent or his/her designee contacts the media and states the message that can be communicated to the public to help the situation come to a calm, safe, and organized conclusion. In addition, the office of the Superintendent will provide relevant information and a reassurance that regular updates will be provided. If the situation warrants, the Superintendent or his/her designee informs the media of the location for the press pool for the situation.
10. The crisis management is carried out to a natural conclusion. Particular attention is paid not to allocate the District CIT members' time, if the situation does not require their presence.

Following Resolution of the Immediate Crisis

11. Plans are made for meeting the building's needs during the next few days after the event has been contained.
12. A debriefing is held for CIT members and for others having a significant role in the crisis. This will occur near the conclusion of the management phase of the crisis. The scope and gravity of the crisis will be used

to judge what type of debriefing shall be held. Using that as criteria, the debriefing could range from a short meeting to an extended session using an outside trained source.

13. All steps taken are logged by the Principal.
14. Counselors, assisting the building counselor(s), double check their lists of students seen and pass the lists to the building counselor(s).
15. Counselors determine when to terminate their services at the building, and arrange for the smooth transition of long-term cases to other professionals.

General Duties and Responsibilities

The duties of School District Personnel include but are not limited to the functions below:

SUPERINTENDENT

The Superintendent will:

- 1) Assume responsibility for all decisions made and actions taken and document decisions.
- 2) Work closely with building Principal to provide crisis support.
- 3) Determine whether the District Crisis Intervention Team (CIT) needs to meet.
- 4) Delegate duties and responsibilities to staff members as deemed necessary during the time of the crisis.
- 5) Establish off-site command post if needed during crisis.
- 6) Call on community resources for assistance. Screen/select volunteers.
- 7) Work with the public and media to keep them informed with accurate information.
NOTE: All official School District Communication (media correspondence, news releases, interview, etc.) come from the Superintendent's office. Provide updated and correct information to school personnel and students as necessary.
- 8) Determine whether or not to approve interviews within the school building or on school premises. NOTE: No students or staff members may be interviewed on school premises unless prior approval is given by the office of the Superintendent.
- 9) Determine whether or not to allow cameras within the school buildings or on school premises. NOTE: No cameras are to be allowed unless prior approval is given by the office of the Superintendent.
- 10) Maintain crisis scrapbook of all media articles and news releases.

BUILDING PRINCIPAL

The Principal will:

- 1) Assume responsibility for decisions made and action taken at the building level and document decisions.
- 2) Notify the Superintendent when a crisis exists.
- 3) Direct the Building Crisis Intervention Team (CIT) to provide for:

- A) Protection and evacuation based on the specific crisis,
 - B) Medical attention as needed,
 - C) Counseling as needed,
 - D) Other activities as needed.
- 4) Collect accurate information for and from police, family, etc.
 - 5) Inform the entire faculty and staff as soon as possible.
 - 6) Inform students.
 - 7) Designate rooms in the school building where students and staff can go for support.
Designate staffing for rooms.
 - 8) Debrief the Building CIT and evaluate the school's crisis management actions.
 - 9) Meet with staff to discuss any funeral arrangements, if necessary, discuss staff attendance, school policy regarding student dismissal and share any new information with staff.
 - 10) Train the building staff on the building's crisis management plan.

COUNSELORS

- 1) Participate on the Building and District CIT (as needed) and document all counseling activities.
- 2) Provide counseling activities for students, staff, and others especially those deeply affected by the crisis.
- 3) Communicate with outside professionals to enlist their skills as needed.
- 4) Follow students in need of support to classes throughout school day.
- 5) Update Principal on all counseling activities.
- 6) Participate in staff and community meetings.
- 7) Provide follow-up support or counseling.
- 8) Participate in crisis debriefing and evaluation.

TEACHERS

- 1) Follow specific Building Crisis Procedures.
- 2) Provide for the welfare of the children. Special needs and physically disabled students have a specific written plan (see form in Appendix) developed yearly.
- 3) Isolate the children away from the situation, e.g., lock door, evacuate the area.
- 4) Stay calm, use a calming voice, use physical contact.
- 5) Inform children about what is going to happen next and that they are to stay put, calm and safe. People from school will be coming to help them soon.

- 6) Have children who are responding OK group closely and maintain physical contact, e.g., hold hands to help them stay calm.
- 7) Move children who are hysterical away from the group and calm them by talking to them and providing them with physical contact. All children will remain in the classroom unless directed to do otherwise.
- 8) When it is safe, contact a member of the CIT who will accompany the hysterical youngster(s) to the counseling area.
- 9) Determine who is at-risk and communicate this to the CIT.
- 10) Inform students of crisis centers within the school and the availability of support from these centers.
- 11) Ask students to be supportive of one another and escort any friend who is upset to a member of the CIT.
- 12) Encourage students to express their reactions in whatever way is appropriate for them.
- 13) Dispel rumors.
- 14) Report accurate information to the building Principal.
- 15) Be available to assist in any way possible.

SCHOOL RESOURCE OFFICER

- 1) Work with Superintendent and Principal to provide crisis support.
- 2) Act as a liaison between emergency services and Principal.
- 3) Assist in keeping area clear and free of bystanders.
- 4) *At the beginning of the school year, the SRO will obtain classroom staffing updates and floor plans, designated areas, and alternate school sites from each Principal.*

OTHER STAFF

- 1) Follow specific Building Crisis Procedures.
- 2) Be available to assist in any way possible.

ESTABLISHED PROCEDURES

Informing Teachers

Each building has a procedure for getting information to teachers very quickly in a crisis.

In the event that the situation is ongoing and children are in danger, direct communication will be made to all faculty and staff to take the predetermined set of actions designed to secure the students' safety and close off access to the classroom.

If the situation permits, the general procedure is to send pairs of staff (to be designated) around to the classrooms to discretely inform the teacher about what has happened prior to informing the students. One of the pair will supervise the students while the other informs the teacher. If the teacher is too distraught, the staff member will remain as long as needed.

If the crisis occurs during the weekend or after school hours, a phone tree will be used to contact staff and a meeting will be set for the morning of the next school day.

Informing Students

High risk students will be removed from the classrooms individually informed, and sequestered--receive counseling, prior to informing the larger student body. Remaining students will be informed in the classroom by their teacher through a standard statement.

When the full district team is involved, the Superintendent will develop the notification statement. Otherwise, the statement is the responsibility of the Principal.

Informing Parents

Parents need and demand a great deal of attention when a crisis occurs within the school environment or community. When the crisis occurs within the school environment, parents need precise information on exactly what happened, assurance that it is indeed safe for their child to be at school, and assurance that the professionals have a plan to provide the children with the help they may need. In a community-based crisis or natural disaster, parents may need support from the school district to help them cope appropriately with their children's reactions *and* needs or their own. Under many community-based assistance programs for victims of disasters or emergencies, the schools are an instrumental part of providing health, mental health, and supplies to the community.

A system must be set up to take and respond to calls. Telephone calls from concerned parents typically begin to appear startlingly soon after the incident, even before the media begin to broadcast any information regarding the crisis. Questions such as: "should I come and get my child?" "Is what I hear true?" or even "Put my child on the phone" can be so frequent that they block outgoing calls. Another system will probably be necessary to manage parents who drive to school on their own initiative and wish to see their child or to take him or her home. Thus, the Superintendent may need to identify individuals who will be able to handle these specific operations just subsequent to the crisis.

Parent Meetings and Groups

Keeping the parents informed regarding a school-based crisis is an important key in maintaining their support and trust. Just as with the media, parents should be informed of all confirmed information as it becomes available. Rumors and overreaction to misinformation are frequent problems with crisis intervention; all efforts to keep all those involved informed undercut this tendency. The Superintendent must have a devised method to inform parents of the meeting.

Parent meetings usually consist of the parent liaison team member, a district administrator (principal, or even the superintendent, if not already included as part of the crisis team), and the building counselor. The purposes of these

meetings are several:

- (1) basic available information can be provided to parents regarding what happened and exactly what the district plans are for management;
- (2) any questions that remain can be answered;
- (3) parents can be allowed some input regarding what they would like to see the district do; and
- (4) parents may be counseled regarding what to expect from their children as well as the most constructive methods for managing any unusual behavior or emotions.

For many more severe crises, more than one parent meeting will be required. The first should be scheduled as soon after the crisis occurs as is possible. The second might be scheduled a few days later in the same week. This allows those parents who missed the first meeting to attend the second before too much time has elapsed. Since parents (and their children's) anxiety levels will be highest just subsequent to the crisis, information may need to be repeated or expanded as it becomes available, further assurances made, and updates given on how students and children are progressing.

Another function of the parent meeting involves the opportunity for parents to discuss and share with each other regarding the *incident*. Advice from other parents is often more acceptable than advice from the "experts" or administration.

Telephone Crisis Lines

A temporary telephone "crisis" line often helps *when* large numbers of parents have questions that cannot be addressed at, prior to, or after parent meetings. For some families, the privacy of the phone lines offers a more acceptable way of obtaining support and information. Radio and television stations generally are pleased to help publicize the availability of a crisis line as a public service. Advertising the line as available to parents "to obtain information and suggestions regarding their children's fears and worries," usually draws a good response.

Experience with these lines suggests that *most* problems can be met with telephone information as long as those manning the phones are professionals *or* well-trained paraprofessional (volunteers). Local mental health agencies and colleges or universities can be sources of help in this effort. Those working with such phone lines *in* community crises or disasters have indicated that the majority of the calls involve *bedtime* fears, clinging, and other behaviors that seem to reflect separation anxiety." Follow-up to the callers is also a desirable feature, with the caller being instructed to call back to provide an update on how the suggestions worked.

The Superintendent will develop the message to be read to parents who call the school on the phone.

Informing Counseling Staff During a Crisis

Runners at each school, typically clerical staff designated by the Principal, will move between the counselors to disseminate information. If possible, cellular phones will be used.

Informing Other Campuses

The Principal will provide the Superintendent with the relevant information and he will call the affected schools. The Principal will also inform the Superintendent of the individual children who may need to be contacted and pulled for counseling at the other campuses. The Superintendent will contact relevant team members if necessary or the building counselor(s).

MEDIA PROCEDURES

Prior to a Crisis:

The Superintendent or his/her designee is the District's spokesperson to talk with the media to avoid having contradictory statements made by school personnel. Lead-Deadwood School District 40-1 advocates a cooperative

approach with the media. Communication lines must be open both within the school and between the school and the media. It is important to let media representatives know what we are doing, what we have done, and what we are going to do. We want to let people know we care.

The Superintendent or his/her designee will:

1. Identify a contact person at each of the primary media offices.
2. Establish a trusting relationship with the media contacts.
3. Meet with media personnel to educate them about responsible journalism during a crisis, what will be done to provide them with information, and the other limitations/guidelines that will be in place.
4. Prepare, with the assistance of other CIT members, periodic articles and news releases that will help educate the public about the CIT, how they can help, normal reactions of children to a crisis, abnormal reactions that require assistance and where to get it, and actions they should take during a crisis.
5. Establish a cooperative relationship with law enforcement agencies, the hospital, and the media. They will inform the Superintendent of situations that could possibly have an adverse impact on the students and/or staff.
6. Prepare sample letters to parents for a variety of crisis situations.

During a Crisis:

The office of the Superintendent will:

1. Be the source of all outgoing information (either the Superintendent or designated Information Officer).
2. Accept requests for interviews, information, etc.
3. Direct teachers and other staff to decline all requests for interviews.
4. Inform the media not to talk to students on school grounds.
5. Disseminate information to parents through both the media and through letters.
6. The Superintendent or Information Officer will develop and write the message that is used to inform students of the situation.
7. The only place that media are allowed on campus is in a designated media area.
8. If the Superintendent is unable to implement the plan and perform the recommended duties, the following chain of command will be used to carry out the duties: building principal, dean of students, counselor.

Recommended key points:

Maintain a uniform position.
Provide clear, concise and prepared messages.
Log all incoming and outgoing calls and personal contacts.
Provide refreshments, equipment and reasonable assistance to media representatives.
Don't tell reporters how to write their stories.
Make news released brief and accurate.
Handle negative events in a positive way.
Don't ask to review articles before they are printed.
Compliment reporters who do a good job.
Know what public information is.

After a Crisis

1. The office of the Superintendent will provide the media with feedback regarding their behavior during the crisis and will offer suggestions for what they could do to be more helpful.

STUDENT RELEASE PROCEDURES

Students are only released to a parent, guardian, or pre-designated emergency contact person.*

1. Staff members (in most instances teachers) or registered volunteers will greet parents and provide directions.
2. Parents will be directed to a pre-determined student check-out area.
3. The “Family Plan” will be used to determine who is allowed to check-out the student.
4. In the case of younger students, the adult will be asked to show identification.
5. The teacher will check student off their student list.
6. The parent will be given a brightly colored badge and instructed to show it to the door monitor upon leaving. If at all possible the exit door should be away from the entry door.
7. Upon leaving the building, the door monitor will check to see if the parent has a badge. If not, the parent will be directed back into the building.
8. If students do not go to an alternate site, they will stay at school until they are released.

Note: *Each building has a “Family Plan” (Student Release Form) on file in every building office.*

*Judgment calls may have to be made in which someone other than a pre-designated parent or person offers to take home a child, e.g., a child is extremely upset and a neighbor offers to take the child home immediately. In these situations, the person will sign the child out and include his or her address and phone number. This information will be highlighted so that it can be immediately provided to the parent when he or she arrives at school.

ALTERNATE SCHOOL LOCATIONS

In the event an alternate site is needed, a phone call WILL be made to alert the staff in the alternate facility. If the alternate location is not a school, a “*Hold Harmless Agreement*” will be signed by a School District representative and the property owner. The agreement is to assure the property owner that the students will be supervised by district employees while on the premises and that the district has insurance to cover any injuries or property damage while the students are at the alternate facility. The property owner, school office and Superintendent’s office will each have a copy of the agreement.

Building Principals are to plan for transporting students who are not ambulatory to the alternate school location(s) or designated area(s).

At the high school level, students will be evacuated from the building and those who can get home safely will be dismissed. Other students will be provided a supervised safe site within walking distance of the school. Parents are to instruct their sons/daughters regarding their “Family Plan.”

Elementary School’s Alternate Site
High School’s Alternate Site
Middle School’s Alternate Site

Pavilion
Lead Methodist Church
YMCA Armory

SAMPLE GO BOX

Every building should have an on-site Go Box for the CIT.* There should also be one at the alternate site location.

The Go Box will include the following:

1. Brightly colored badges for CIT members and community volunteers.
(Each CIT member has been issued a personal badge.)
2. School map.
3. Student List and Family Plans to be used for check-out.
4. List of medical supplies and their location.
5. Counseling Logs on student issues (if applicable)--spiral notebooks.
6. List of students with special medical needs such as ambulatory difficulties, allergies to medications, etc.
7. Student schedules.
8. List of emergency medical personnel on campus and their locations.
9. Parent/student colored check-out slips.
10. Extra disposable cups.
 - Staff members may have their own personal Go Box.
11. A cell phone should be available.

COUNSELING

The Principal in consultation with counselor(s) and other CIT members will determine the counseling needs of the situation. The Principal will communicate these needs to the Superintendent who will contact the needed counselors from other community resources.

Services

Individual, group, family, follow-up counseling will be provided for the students. CIT members will also provide counseling for staff.

Outside Referrals

Any CIT member can make suggestions that parents seek outside assistance. Parents are informed at the time that the school district cannot pay for these services. The referral will be logged by the CIT member.

Parental Contact

CIT members will contact the parents of all children who continue to be upset or are of concern. Parents of any child who is a suicidal risk will be contacted and the child will not be allowed to leave without parent.

Anniversaries

On anniversaries of crises, an attempt will be made to identify at-risk students by the on-site counselors who will make contact with the student, assess the child's needs and provide counseling if necessary just prior to the anniversary and on the day of the anniversary. If the anniversary falls on a weekend, an attempt will be made to

contact the child on the last school day before the weekend and again the first day following the weekend.

Documentation

All counseling activities will be documented. Any student who receives counseling will be logged. In the case of groups of students, they will sign a registration sheet. Documentation will be turned into the on-site counselor at the end of the day for filing and follow-up.

OTHER CONSIDERATIONS

Check-in Policy for Community Volunteers

They will be directed to the command center.

Logging Day's Events

At the end of the day, the Principal will log all actions taken. The log will be filed for future reference.

Memorials

Work with the children and families to discourage them from having an on-campus memorial. Do not have a memorial on campus for students who commit suicide. Discuss this with School Board.

Funerals

- No funerals will be held on campus.
- Children (with parental consent) and staff will be allowed to attend.
- The school district will not provide transportation.
- Counseling will be provided as needed on an individual basis.
- In the case that groups or classrooms are going to attend, a CIT member will speak to the youngsters before and after the funeral.
- School work can be made up as it is treated like an excused absence.

Student's Personal Belongings

- Site administrator will be responsible for collecting the student's personal belonging and taking the youngster off any mailing lists.
- Shrines will be discouraged.
- Teachers will discuss the rearrangement of the classroom following the youngster's death.
- CIT meets with staff to discuss their roles.

Cancellation of School Activities

-Team members will work with the site administrator, activities director or sponsor, and the students directly impacted to decide whether activities should be canceled, changed, etc

EVALUATION OF THE CRISIS INTERVENTION

This will take place as soon as possible after the crisis is over. All CIT members will attend and the meeting will be facilitated by the Principal or Superintendent. If the CIT feels the need to bring in a third party, someone will be contacted.

Possible evaluation questions include:

- What worked well?
- What else should have been done?
- What needs to be modified?
- What should be added?
- What should not be done again?

SECTION IV: PROCEDURAL GUIDELINES FOR SCHOOL CRISIS

Abduction

Suggested Steps	Person Responsible
<u>WITNESSED</u>	
• Call 911 for immediate assistance.	Principal
• Call SRO.	Principal/Designee
• Isolate witnesses.	Principal
• Gather general facts and a description of the abductor from witnesses.	Principal/Designee
• Notify parents.	Principal
• Notify Superintendent.	Principal/Designee
• Assess needs and contact building CIT.	Principal
• Convene CIT.	Principal
Decide on a plan of action:	Principal
a. Meet with faculty if possible. Advise teachers about sharing the information with students.	Superintendent
b. Visit missing child's classroom.	CIT Member
c. Provide group and individual counseling.	CIT Member
d. Visit other classrooms if requested.	CIT Member
e. Prepare a statement for the media. Ask police what information may be released.	Superintendent
f. Prepare fact sheet to help those answering phone inquiries.	Superintendent
g. If concern exists about additional abductions, send letters home to parents.	Superintendent
Translate into native language for non-English speaking families.	

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| • Prepare classmates to be supportive when the child is returned. | CIT Member |
| • Provide for follow-up counseling as needed. | Building Counselor |
| • Debrief Staff. | Principal/Superintendent |

NOT WITNESSED

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| • Verify that the child is missing. Have building searched. | Principal/Staff/SRO |
| • Notify parents. | Principal |
| • Notify police. | Principal/Designee/SRO |
| • Notify Superintendent. | Principal |
| • Convene CIT. | Principal |
| • Ask school personnel to assist in searching the neighborhood, if prudent. | Principal |
| • Question the child's friends for information | Principal |
| • Decide staff needs. Debrief staff. | Superintendent |
| • Follow all steps after "Assess Needs..." under "WITNESSED." | See above |

Accident with Severe Injuries of Several Students

Suggested Steps	Person Responsible
<u>ON CAMPUS</u>	
• Call 911 for emergency assistance.	Principal
• Call SRO.	Principal/Designee
• Contact nurse.	Principal/Designee
• Assess injuries.	Nurse/Emergency Medical Staff
• Remove uninjured students from accident site.	School staff
• Assist nurse.	CIT Member
• Call Superintendent.	Principal
• Convene CIT as needed.	Principal
• Assure parents are notified of the nature and extent of their children's injuries; specify where their children are located.	Principal
• Counsel witnesses and close friends of the injured.	CIT
• Notify siblings of the injured and counselors at other schools where siblings attend.	Superintendent
• Inform teachers and all students in the District of the accident.	Superintendent

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| • Ask teachers to refer distressed students to the counselor or CIT. | Superintendent |
| • Provide accurate information to those working with parents or community. | Superintendent |
| • Prepare a statement for the media. | Superintendent |
| • Visit injured students at the hospital. | Principal |
| • Debrief with CIT. | Principal |
| • Log all activities and decisions. | Principal |
| • Notify Superintendent if school employees are involved. | Principal |
| • Debrief Staff. | Principal/Superintendent |

OFF CAMPUS

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| • Verify information. | Principal |
| • Notify Superintendent. | Principal |
| • Notify Building CIT. | Principal |
| • Notify District CIT. | Superintendent |
| • Follow all steps after “Counsel witnesses...” under “ON CAMPUS.” | Principal |
| • Debrief Staff. | |

Altercation or Violence Between Groups or Gangs

Suggested Steps	Person Responsible
<u>ON CAMPUS</u>	
• Request assistance from police/SRO and paramedics if necessary.	Principal
• Re-establish order with assistance from available staff if possible.	Principal/SRO
• Assess danger: injuries, number of students involved, location of altercation, weapons.	Principal/SRO
• Provide first aid to injured students.	Nurse/Principal/Med. Staff
• Notify Superintendent.	Principal/Designee
• Convene CIT if necessary.	Principal
• Ask witnesses to describe what led to the altercation (protect witnesses' identities).	Principal
• Prepare plans to prevent retaliation or further campus violence.	CIT
a. Remove graffiti on school property, e.g., restroom walls or playground areas.	Principal
b. Enforce dress code in order to reduce the easy identification of gang members.	
c. Notify probation officers if any students involved are on probation.	CIT
d. Ask student leaders to recommend ways to resolve issues.	
e. Facilitate discussion between gang or ethnic groups.	CIT and SRO
f. Conduct workshops for students and faculty around ethnic or gang related issues.	CIT
• Ask parents of involved students to school. Discuss concerns leading to violence.	CIT
Follow disciplinary procedures to address aggravated assault, possession of weapons, etc.	Principal
• Prepare a statement for the media in conjunction with the police.	Superintendent

- Prepare fact sheet for the telephone inquiries. Superintendent
- Reassure parents, students, and faculty that appropriate safety steps are being taken. Superintendent/Principal
- Debrief with CIT and Staff. Principal

Assault of a Student on Campus

Suggested Steps	Person Responsible
1. Assisting the Victim	
• Provide medical attention if there are injuries.	Nurse/Emergency Med. Staff
• Notify police/SRO.	Principal
• Unless injuries require immediate medical attention or indicate transfer to a hospital, keep the victim in school.	Nurse/Principal
• Notify victim's parents.	Principal
• If assault is a rape, protect the identification of victim.	Principal/Designee
• Provide counseling for victim and victim's family.	Counselor/CIT
2. Managing the Alleged Assailant(s)	
• Notify police/SRO.	Principal
• If alleged assailant is a student, notify parents and request a conference.	Principal
• Follow Board policy regarding disciplinary action, questioning of students, and students taken into custody.	Principal
• Conduct Threat Assessment if needed (see Appendix).	CIT
• Debrief staff.	Principal/Superintendent

Bomb Threat

Suggested Steps	Person Responsible
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1. Bomb Threat	
<ul style="list-style-type: none"> Document the threat, e.g., time/date; exact words of caller; voice description: sex, age if apparent, tone, dialect; and background noises. If threat is written, present to police. 	Principal
<ul style="list-style-type: none"> Contact police/SRO. 	Principal/Designee
<ul style="list-style-type: none"> Notify Superintendent. 	Principal
<ul style="list-style-type: none"> If building evacuation is necessary, assemble at staging area. 	Principal
<ul style="list-style-type: none"> Walk to alternate school site. 	Principal/Staff
2. Bomb Found (After Bomb Squad Search)	
<ul style="list-style-type: none"> Notify Superintendent. 	Principal
<ul style="list-style-type: none"> Evacuate searchers from building. 	Police/ Principal
<ul style="list-style-type: none"> Re-enter the building only after being advised to do so by the police. 	Principal
<ul style="list-style-type: none"> Prepare statement for the media. 	Superintendent
<ul style="list-style-type: none"> Provide a fact sheet to help secretary and others in answering the questions of concerned parents, including location of evacuated students. Debrief staff. 	Superintendent

Community or Political Protest Activity

Suggested Steps	Person Responsible
<ul style="list-style-type: none"> Identify the group and the purpose of the protest. 	Principal
<ul style="list-style-type: none"> Notify police/SRO. 	Principal
<ul style="list-style-type: none"> Notify Superintendent. Determine if mediation is needed. 	Principal
<ul style="list-style-type: none"> If group is disruptive, warn members they are in violation of the law. Ask them to discontinue their activity. 	Principal/Staff/Police
<ul style="list-style-type: none"> Do not allow disruptive persons to enter school property. If protest group is already on the school premises, request that the members vacate immediately. 	Principal/Staff/Police
<ul style="list-style-type: none"> Assign staff to all building entrances to prevent further disturbances inside the facilities. 	
<ul style="list-style-type: none"> Advise teachers to keep classroom doors closed and locked (lockdown). 	Principal/Designee
<ul style="list-style-type: none"> Keep administrative offices locked; provide security measures for files and records. 	Principal/Office Staff
<ul style="list-style-type: none"> Keep faculty informed through emails, brief meetings, etc. Prepare media statement. 	Superintendent
<ul style="list-style-type: none"> Prepare for community meetings that may be needed to respond to the demands or problems identified by the protestors. 	CIT
<ul style="list-style-type: none"> Educate parents through fliers and public meetings. 	CIT
<ul style="list-style-type: none"> Debrief Staff. 	Principal/Superintendent

Contagious Disease

Suggested Steps	Person Responsible
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1. Rumor	
• Contact Superintendent of information if necessary.	Principal
• Convene building CIT.	Principal
• Decide on and execute a plan (memo to be read in all classes, announcement on speaker system, letter to parents, etc.).	CIT/Superintendent
• Meet with key students individually, or in groups, to show a unified stance.	CIT
• Prepare a fact sheet for school secretary.	Superintendent
2. Actual	
• Contact the Superintendent to obtain recommendations for a plan of action.	Principal
• Convene District CIT if the disease is serious and the Principal and nurse need assistance and support. Prepare a fact sheet for school secretary. Visit Staff.	Superintendent/Principal
• Using input from the Health Community/EMS and the school nurse, decide on an approach that will best address the particular situation.	CIT
a. A meeting with concerned parents may be appropriate to dispel any rumors and provide accurate information regarding the incidence and implications of the disease.	CIT
b. Respect any cultural differences and a preference for privacy by some parents.	CIT

Dangerous Intruder/Suspicious Person on Campus

Suggested Steps	Person Responsible
• Notify Administration.	Building Staff
• Alert School Staff	Principal
• Alert police/SRO and Superintendent. Notify other buildings in district.	Principal/Designee
• Make sure the hallways are clear of students and staff. Sweep building and neighborhood if feasible. Isolate targeted students if known.	Principal
• Be prepared to seek protection in a nearby room if the intruder/suspicious person approaches and is visibly armed with a weapon.	Teacher
• Monitor the location of the intruder/suspicious person, if it can be done safely, and report his location to the administration.	Teacher
• Bring into the classroom any student found in the hallway, and <u>lock</u> the door.	Teacher
• Allow no one to leave the room. Close all windows and blinds. Sit on the floor.	Teacher
• Keep students calm and quiet and away from the door and windows.	Teacher
• Do not allow students to leave the classroom unless authorization is obtained from the main office.	Teacher
• Do not open classroom doors unless clearance is obtained from the main office.	Teacher
• Debrief Staff.	Superintendent/Principal

Death at School: Natural, Accident, Homicide or Suicide

Suggested Steps	Person Responsible
• Call 911 for emergency assistance.	Principal
• Clear students from the immediate incident area.	School Staff/SRO
• Notify Superintendent.	Principal
• Convene building CIT.	Principal
• Alert counselors at school where siblings are enrolled.	Superintendent
• Inform staff and student body.	Prin./Superintendent
• Provide counseling, paying particular attention to friends of the deceased, and persons with recent losses or a history of suicide threats or attempts.	CIT
• Give factual information to the media and prepare fact sheet for telephone inquiries.	Superintendent
• Determine the most effective method to inform parents about the death, what the school is doing, and what reactions to expect from their child.	Superintendent/CIT
• Hold faculty meeting as soon as possible to process feelings and plan for the anticipated reactions of students.	CIT
• Relay additional information (funeral arrangements, etc.) as it becomes available. Respect traditions of various cultures when appropriate.	Superintendent

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| • Request assistance from Central Office should substitutes be needed to cover classrooms during a funeral. | Principal |
| • Prepare to hold community meeting if necessary. | Principal |
| • Debrief with CIT's. | Principal |
| • Plan follow-up counseling for students and staff. | Building Counselor |
| • Log activities and decisions. | Principal |
| • Debrief Staff. | Superintendent/Principal |

Death Off Campus: Natural, Accident, Homicide or Suicide

Suggested Steps	Person Responsible
• Verify information.	Principal
• Notify Superintendent.	Principal
• Notify and convene building CIT. Implement phone tree and share facts with staff.	Principal
• Contact nurse.	Principal/Designee
• Assess injuries.	Nurse/Emergency Medical Staff
• Inform students.	Superintendent/Teachers
• Provide counseling for friends, high-risk students, and staff. Establish crisis center.	CIT
• Prepare a media statement and fact sheet for telephone inquiries.	Superintendent
• If appropriate, send letters to parents about the death, how the school is responding, and what reactions might be expected from their children. Invite them to contact the school counselor for assistance that may help their child.	Superintendent/Principal
• Appoint someone to coordinate memorials, cards and/or food for the family.	Superintendent/Principal
• Inform students and staff about the funeral arrangements as soon as possible.	Superintendent/Principal
• Request assistance from Central Office should substitutes be needed for teachers attending a funeral.	Principal
• Debrief with CIT's and Staff. Follow-up counseling as needed.	Principal/Counselor

Death of Student Family Member Off Campus: Natural, Accident, Homicide or Suicide

Suggested Steps	Person Responsible
<ul style="list-style-type: none">• Contact the family to gather information about the circumstances of the death, funeral arrangements, needs of the child and siblings.	Principal
<ul style="list-style-type: none">• Share information with the student's classmates.	Teachers
<ul style="list-style-type: none">• Visit the home.	Principal
<ul style="list-style-type: none">• Attend the funeral.	Open to All Staff
<ul style="list-style-type: none">• Prepare the classmates to be supportive when the student returns to school.	Teachers
<ul style="list-style-type: none">• Provide counseling when the student returns to school.	Building Counselor
<ul style="list-style-type: none">• Monitor the student's academic performance throughout the year noting any difficulties, behavior problems or depression that might be related to the family death.	Building Counselor

Declaration of War or National Incident

Suggested Steps	Person Responsible
• Verify information, gather details.	Principal
• Share facts with the faculty via email or meeting.	Principal
• Discuss what has happened with the students in small groups, e.g., a classroom, encouraging them to share their emotional reactions to the tragedy.	Teachers
• Consult with counselor or crisis team about any especially distressed student.	Teachers
• If appropriate, send letters to elementary school parents in appropriate languages. describe what the school is doing and how the children may react. Include the phone numbers of the school for questions for alerting the counselors about special problems children may have.	Principal
• Gather information from the staff on how the students are responding and to clarify helpful approaches or further steps in dealing with the tragedy.	Principal
• Debrief Staff.	Principal

Environmental Hazard: Release of Hazardous Material, Spill or Leak of Toxic Substance

Suggested Steps	Person Responsible
1. Exterior Release	
• Verify information.	Principal
• Call 911/SRO for emergency assistance. Ask for advice whether to evacuate or shelter in-place.	Principal
• Provide for emergency medical care.	Nurse/Emergency Med. Staff
• Contact Superintendent.	Principal
• Notify maintenance department.	Superintendent
• Request assistance in notifying other affected facilities.	Superintendent
• Estimate extent of injuries or potential physical danger with the school nurse and medical staff.	Building Staff
• Keep list of hospitalized and/or evacuated persons and where they are located.	Principal/Designee
• Set up building command center with communication capabilities on site.	Principal
• If instructed by fire department to shelter in place: <ul style="list-style-type: none"> a. Shut down main electrical power sources to close all ventilation sources. b. Turn off main gas supply. c. Close all exterior doors and windows. d. Provide portable hand-held communication to control building zones. e. Set portable AM/FM radios for additional emergency information. 	Building Staff

<ul style="list-style-type: none"> • If instructed by fire department to evacuate: <ul style="list-style-type: none"> a. Determine direction of prevailing wind (NWS-605-341-7531) b. Prepare special needs students and personnel for evacuation. c. Evacuate site using crosswind route to avoid fumes. d. Request assistance from District CIT. e. Prepare a fact sheet for parent and community inquiries. f. Prepare media. g. Ask media to help notify parents when and where children will be released. h. Debrief with CIT's. i. Make preparations for CIT's to continue with follow-up services. j. Log all activities and decisions. 	Building Staff
2. Interior Release	
<ul style="list-style-type: none"> • Verify information. 	Principal
<ul style="list-style-type: none"> • Call 911/SRO for emergency assistance. Ask for advice whether to evacuate or shelter in-place. 	Principal
<ul style="list-style-type: none"> • Notify Superintendent. 	Principal
<ul style="list-style-type: none"> • Provide for emergency medical care. 	Nurse/Emergency Med. Staff
<ul style="list-style-type: none"> • Move staff and students from affected area. 	Principal/Staff
<ul style="list-style-type: none"> • Close up and secure affected area. 	Principal/Police/SRO
<ul style="list-style-type: none"> • Post warning signs at entrance. 	Designee
<ul style="list-style-type: none"> • Convene Building CIT. 	Principal
<ul style="list-style-type: none"> • Estimate extent of injuries or potential physical danger with the school nurse and medical staff. 	Principal/Building Staff

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| • Keep list of hospitalized and/or evacuated persons and where they are located. | Principal/Designee |
| • Set up incident command center with communication capabilities on site. | Principal |
| • If instructed by fire department to shelter in place: <ul style="list-style-type: none"> a. Shut down main electrical power sources to close all ventilation sources. b. Turn off main gas supply. c. Close all exterior doors and windows. d. Provide portable hand-held communication to control building zones. e. Set portable AM/FM radios to designated emergency radio station for additional emergency information. | Building Staff |
| • If instructed by fire department to evacuate: <ul style="list-style-type: none"> a. Determine direction of prevailing wind (NWS-605-341-7531). b. Prepare special needs students and personnel for evacuation. c. Evacuate site using crosswind route to avoid fumes. d. Request assistance from District CIT. e. Prepare a fact sheet for parent and community inquiries. f. Prepare media. g. Ask media to help notify parents when and where children will be released. h. Debrief with CIT's. i. Make preparations for CIT's to continue with follow-up services. j. Log all activities and decisions. | Building Staff
Building Staff
Building Staff
Building Staff
Superintendent
Superintendent
Superintendent
Superintendent
Principal/Superintendent
Principal/Superintendent
Principal/Superintendent |
| • Debrief Staff. | Superintendent/Principal |

Evidence of or Suspected Cult Activity

Suggested Steps	Person Responsibility
<ul style="list-style-type: none"> • Verify information with help from counselors, police/SRO. 	Principal
<ul style="list-style-type: none"> • Remove students and secure area. 	Principal/Designee
<ul style="list-style-type: none"> • Photograph evidence of suspected cult activities (mutilated animal carcasses, jars of blood, candles, altars, graffiti, etc.). 	Principal/Designee
<ul style="list-style-type: none"> • Consult with the CIT about the findings 	Principal
<ul style="list-style-type: none"> • Attempt to identify students involved. 	Principal
<ul style="list-style-type: none"> • With assistance from counselor and/or CIT, inform parents or guardians of students involved. 	Principal
<ul style="list-style-type: none"> • Follow standard disciplinary procedures for any offense committed, such as defacement of property or other violations. 	Principal
<ul style="list-style-type: none"> • Schedule faculty meeting with CIT or counselor to educate school personnel about signs, symbols and what to look for in students who may be involved in cult activity. 	Principal
<ul style="list-style-type: none"> • Request assistance from District CIT if drug involvement, large number of students, suicidal ideation is present. 	Principal/Superintendent
<ul style="list-style-type: none"> • Debrief Staff. 	Principal/Superintendent

Explosion, Fire, Major Damage to Building

Suggested Steps	Person Responsible
• Sound the fire alarm; evacuate building immediately.	School Staff
• Contact emergency services (911)/SRO.	Principal/Designee
• Provide first aid.	Nurse/Emergency Med. Staff
• Notify Superintendent.	Principal
• Convene Building CIT.	Principal
• Assist emergency personnel in locating injured persons. Follow instructions of police and fire department personnel.	Designee
• Shut off HVAC and close exterior windows.	Maintenance Personnel
• Set up incident command center with communication capability on site.	Principal
• Keep a list of hospitalized persons and the places to which students or staff are being evacuated.	Principal
• Keep students and staff away from building until area is declared safe.	Designee
• If building cannot be re-entered, relocate students to Alternate School Site.	Principal
• When building is safe for re-entry, follow instructions of fire department.	Principal

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| • Prepare media statements. | Superintendent |
| • Ask for media assistance in notifying parents and disseminating information about procedures for releasing students from school. | Superintendent |
| • Contact Maintenance Supervisor to repair damaged area, erect barricades, etc. | Principal |
| • Determine location for temporary classrooms and supplies when needed. | Principal |
| • Log all activities and decisions. | Principal |
| • Debrief with CIT's and Staff. | Principal |

School Bus Accident with Injuries

Suggested Steps	Person Responsible
<ul style="list-style-type: none"> • Verify the report with the police department. Attempt to determine who has been injured, extent of injuries, and the hospital(s) where students have been transported. 	Principal
<ul style="list-style-type: none"> • Notify Superintendent/SRO. 	Principal
<ul style="list-style-type: none"> • Notify Transportation Director 	Superintendent
<ul style="list-style-type: none"> • If necessary, travel to accident site. 	Principal
<ul style="list-style-type: none"> • Ensure that students with minor injuries are treated by the school nurse. 	Principal
<ul style="list-style-type: none"> • Prepare a list of the injured students' parents and emergency phone numbers. Call all parents of students on bus. Give the information to the hospital. 	Designee
<ul style="list-style-type: none"> • Notify CIT's. Ask some team members to meet at the hospital and other team members to assist with friends and classmates of the injured. 	Superintendent
<ul style="list-style-type: none"> • Prepare a fact sheet for the telephone inquiries. 	Superintendent
<ul style="list-style-type: none"> • Prepare a statement for the media. 	Superintendent
<ul style="list-style-type: none"> • Check about insurance coverage or school district responsibilities for hospital expenses. Inform parents where the information may be found. 	Principal/Superintendent
<ul style="list-style-type: none"> • Debrief Staff. 	Principal/Superintendent

Serious Illness of Student or Faculty Member

Suggested Steps	Person Responsible
• Confirm the information from the family of the person who is ill.	Principal
• Inform the school staff after appropriate permission is granted.	Principal
• Plan with student's teacher about sharing information with classmates.	Building Counselor
• Share information with students.	Teachers
• Provide student counseling when necessary.	Building Counselor
• Provide study material for home or hospital-bound student.	Teachers
• Regularly update faculty and classmates on the condition of the person who is ill.	Principal
• Make plans for the return of the individual to school, or for saying goodbye should withdrawal or resignation becomes necessary.	Counselor

Suicide Attempt

Suggested Steps	Person Responsible
<u>At School:</u>	
• Request the school nurse to administer first aid.	Principal
• Contact police/SRO.	Principal/Designee
• Contact Superintendent.	Principal/Designee
• If the attempt is a medical emergency, call paramedics for transportation to hospital emergency room. Meet parents there.	Designee
• If an ambulance is not needed, ask parents to come to the school to meet with the caregiver or CIT member.	Principal
• Provide crisis counseling for the suicidal student while awaiting arrival of the parents or transportation to a medical facility.	Counselor
• Clear witnesses from the area.	Staff
• Help witnesses process their thoughts and feeling about what has happened. Provide suicide prevention counseling for other students as necessary.	CIT
• Formulate a re-entry plan with parents, student, and appropriate staff to address the needs of the student when returning to school after an absence for treatment.	Counselor
• Debrief Staff.	Principal

Off Campus:

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| • Contact Superintendent/SRO. | Principal |
| • Meet with the student and his/her parents. | Counselor/Principal |
| • If student is hospitalized, visit him/her. | Counselor/Principal |
| • Identify friends of the student and provide counseling for them. | Counselor |
| • Formulate a re-entry plan with parents, student, and appropriate staff to address the needs of the student when returning to school after an absence for hospitalization or treatment. | Counselor |
| • Debrief Staff. | Principal |

Suicide Threat (High Risk)

Suggested Steps	Person Responsible
<ul style="list-style-type: none">• Make sure that the student is not left alone, is under careful watch in a secure place and does not have any means to attempt suicide.	Staff
<ul style="list-style-type: none">• Contact Superintendent/SRO.	Principal/Superintendent
<ul style="list-style-type: none">• Notify parents or guardians immediately, and call CIT for assistance.	Principal
<ul style="list-style-type: none">• Determine if a mental health evaluation is necessary.	CIT
<ul style="list-style-type: none">• If the student is to be seen for psychiatric emergency services and the parents are unavailable, arrange for hospital or CIT to transport the student accompanied by the primary caregiver or CIT member.	Police/SRO
<ul style="list-style-type: none">• Determine if other students/staff need to be involved in follow-up counseling services.	Counselor
<ul style="list-style-type: none">• Formulate a re-entry plan with parents, student, and appropriate staff to address the needs of the student when returning to school after an absence for hospitalization or treatment.	Counselor
<ul style="list-style-type: none">• Debrief Staff.	Principal

Cluster Suicides

Suggested Steps	Person Responsible
<u>After Each Death</u>	
• Verify information from reporting source (family, witness, police, etc.).	Superintendent
• Notify Superintendent/SRO.	Principal
• Convene District CIT.	Superintendent
• Call faculty meeting before school or inform staff by email.	Principal
• Inform students in the classrooms.	Teachers/CIT
• Identify students immediately affected and provide them with counseling.	Teachers
• Assess suicide risk of friends and unstable students.	CIT
• Prepare notes for the media.	Superintendent
• Write a fact sheet for the telephone inquiries.	Superintendent
• Provide group and individual counseling.	CIT/Counselors
• Disseminate information about funerals/memorials.	Superintendent
• Determine the most effective communication methods to inform parents about the deaths, including expected emotional responses of children, what the school is doing, funeral arrangements, invitation to contact the school, etc.	Superintendent

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| • . Make home visits with counselor or CIT member to extend condolences. | Principal |
| • Debrief with CIT's. Plan long-term response with parents and community leaders. | Principal/Superintendent |
| • Log all activities and decisions. | Principal/Superintendent |
| • Debrief Staff. | Principal/Superintendent |

Taking Hostages or Sniper Gunfire

Suggested Steps	Person Responsible
• Call 911/SRO/Superintendent for emergency assistance.	Principal
• Response:	Principal
a. Assess the situation (weapons, number of students, location, closest exit).	Principal/Designee
b. Secure the school building (lockdown). Keep all students away from the area. Lock doors, both interior and exterior.	Principal/Designee/Staff
c. Inform staff to keep all students in the classrooms and away from windows.	Principal/Designee
d. Hold change of class bell.	Principal/Designee
e. Have multiple copies of the school floor plan available for the police.	Office Staff
f. If possible, pull power to bell.	Principal/Designee
• Convene CIT on site, if possible. Set up building command center.	Principal
• Remain available to law enforcement and negotiators.	Principal
• Release students only after clearance is obtained from the police.	Principal
• Use student release plan to parents.	Principal
• Prepare a statement for the media including information about when and where the children are to be released to parents.	Superintendent
• Prepare a fact sheet for phone call from parents and the community.	Superintendent
• Make preparations for follow-up services.	Counselors/CIT
• Log all activities and decisions. Debrief Staff.	Principal

Violent Behavior/Threat of a Student

Suggested Steps	Person Responsible
<ul style="list-style-type: none"> • Notify police/SRO/Superintendent if appropriate. 	Principal/Designee
<ul style="list-style-type: none"> • Remove the student from class, using as little physical contact as required, with the assistance of available adults. 	Principal/Staff/SRO
<ul style="list-style-type: none"> • Place student in a secure, secluded room for time out. Physically restrain if necessary. Assign a minimum of two staff to supervise the student. 	Principal/Staff/SRO
<ul style="list-style-type: none"> • Assess possibility of drug involvement. 	Nurse
<ul style="list-style-type: none"> • Attempt to calm the student by listening and reassuring him/her. 	Building Counselor
<ul style="list-style-type: none"> • Provide care for injured students or staff. 	Nurse, Emergency Med. Staff
<ul style="list-style-type: none"> • Talk with teacher and witnesses to find out exactly what happened. 	Principal/Designee
<ul style="list-style-type: none"> • Contact parents. Describe the behavior of the student and the action taken by the school. Ask for their ideas about what might be wrong and for their help in planning to alleviate the difficulty. 	Principal
<ul style="list-style-type: none"> • Notify Special Education Director if student is “identified.” 	Counselor
<ul style="list-style-type: none"> • Discuss incident with students in the classroom. 	Teachers/Counselor
<ul style="list-style-type: none"> • Conduct Threat Assessment (Appendix) if needed. Discuss readmission procedures. 	CIT
<ul style="list-style-type: none"> • Debrief Staff. 	Principal

Weapons on Campus

Suggested Steps	Person Responsible
1. Possession or Exhibition of Firearm or Other Lethal Weapon	
• Notify police/Superintendent/SRO/parents.	Principal/Designee
• If the student does not have the weapon in his/her immediate possession, confiscate weapon.	Principal/SRO
• Inform staff.	Principal
• Suspend Student.	Principal/Designee
• Notify parents of any other students directly involved.	Principal/Designee
• Debrief Staff.	Principal
• Hold expulsion hearing if situation warrants.	Superintendent
2. Gun Discharged	
• Call 911/SRO/Superintendent for emergency assistance.	Principal/Designee
• If injuries are involved, follow steps under “Accident with Severe Injuries.”	Principal/Designee
• If there are no injuries:	
a. Immediately remove all students and staff from area.	Principal/Staff
b. Inform teachers of incident.	Principal/Superintendent

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| c. Ask teachers to refer distressed students to counselor or CIT counselors. | Principal/Designee |
| d. Secure unaffected areas from the armed student (lockdown). | Principal/Designee |
| • Follow media procedures and prepare fact sheet for telephone inquiries. | Superintendent |
| • Debrief Staff. | Principal/Superintendent |

Weather (Severe)

Suggested Steps	Person Responsible
<ul style="list-style-type: none"> • Contact Superintendent/emergency services (911)/SRO. 	Principal/Designee
<ul style="list-style-type: none"> • Tune to battery power radio for additional weather information. 	Principal/Designee
<ul style="list-style-type: none"> • If funnel cloud is sighted, move staff and students to inner hallways, inside wall on bottom floor, or best available space away from windows. 	Principal/Staff
<ul style="list-style-type: none"> • If storm is accompanied by severe flooding, relocate students and staff to area safe from flooding until further instructions are received. 	Principal/Staff
<ul style="list-style-type: none"> • Prepare special needs students and personnel for evacuation. 	Special Ed. Staff
<ul style="list-style-type: none"> • Prepare for emergency action, e.g., medical triage, evacuation, etc. in conjunction with police and fire department instructions. 	Nurse/emergency Med. Staff
<ul style="list-style-type: none"> • Contact Superintendent. 	Principal
<ul style="list-style-type: none"> • If possible, set up building command center with communication capability on site. 	Principal
<ul style="list-style-type: none"> • Survey damage. 	Principal/Maintenance Staff
<ul style="list-style-type: none"> • Implement evacuation plans if appropriate. 	Principal/Staff/CIT
<ul style="list-style-type: none"> • Keep a record of those persons who have been hospitalized or evacuated and where they have been taken. 	Principal/Designee
<ul style="list-style-type: none"> • Log all activities and decisions. 	Principal

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| • Prepare media statement. | Superintendent |
| • Ask for media assistance in notifying parents and disseminating information about | Superintendent |
| • procedures for releasing students. | |
| • Use student release plan. | Principal |
| • Debrief with staff. | Principal |
| • Plan for follow-up counseling services if needed. | Counseling |

SECTION V: APPENDIX

Information about Suicides

Identifying At-Risk Students

The closer the relationship, the more intense the survivor's reaction is likely to be. There is also the possibility that some friends are feeling guilt because they had some advance warning of a suicide. Those with no obvious connection to the victim can still be at risk and should have the opportunity to identify themselves or be referred by a teacher or staff person. Students who may be at increased risk because of the suicide include those who:

1. Have a history of previous suicide attempts
2. Experience emotional difficulties
3. Have been hospitalized for emotional problems or drug and alcohol rehabilitation
4. Had a close relationship with the deceased (real or imagined)
5. Might identify with the deceased or see him/her as a role model
6. Are pre-occupied with death or suicide
7. Have experienced a recent death of a loved one
8. Have a personal history that includes the suicide of a family member or friend
9. Are friends or siblings of the deceased
10. Self-identify as "at-risk"

Recommendations

- Students may express anger at inappropriate responses by other student such as jokes or inappropriate comments about a deceased student. Explain that a variety of behaviors can be caused by the pain of grief and than acting out, quiet or laughing student may be experiencing grief. Talk about the pain of grief.
- Discuss possible guilt or feelings of responsibility that students may be having.
- Dispel rumors whenever and wherever possible and discourage any "glorification" of the death.
- Help students separate reality from fantasy and de-mythologize the suicide act.
- When the crisis is a suicide it may be a good opportunity to talk about problem-solving skills. Address the fact that the individual may have been hurting but s/he handled his/her problem poorly. Emphasize it is important to reach out and talk with someone about problems.
- Prevent making a martyr out of a student who has committed suicide.
- Release grieving students from your class/school only with their parent's prior knowledge and approval.

Alternative Sites Agreement

ALTERNATIVE SITES AGREEMENT FOR STUDENTS AT

(School Name) _____
(School Street Address) _____

HOLD HARMLESS AGREEMENT

In consideration of the use of (Name of Facility) _____
at (Street Address) _____
for a temporary shelter for students during a School District-Determined Emergency, Lead-Deadwood
School District 40-1 agree to defend and hold (Name of Facility) _____
harmless for any injuries or property damage arising out of such use. The coverage is to be in effect
while students are at your location during the time of the Emergency.

The students will be supervised by District Employees while on your premises.

You will be notified by the School District before any students are brought to your facility.

Phone Number to Call for Notification: _____

Contact Person for your Facility: _____

(Property Owner/Agent) (Date)

(Superintendent, Lead-Deadwood School District 40-1) (Date)